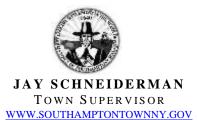
CP-11252_REV. 07-13-2017

Department of Land Management Building and Zoning Division 116 HAMPTON ROAD SOUTHAMPTON, NY 11968

Phone: (631) 287-5700 **Fax:** (631) 287-5754

TOWN OF SOUTHAMPTON



KYLE P. COLLINS, AICP
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA
CHIEF BUILDING INSPECTOR

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COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST INTERIOR RENOVATIONS/ALTERATIONS

(Permitted Use Only) *

Applications and forms must be filled out in their entirety. **Incomplete applications will not be accepted.**

Note: Please be advised additional documentation may be required by the Building Division

ALL A	PPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS:				
	5 copies of survey prepared by a licensed surveyor, illustrating Proposed construction 3 sets of plans prepared by a licensed professional illustrating compliance with NYS building and Fire When in flood zone plans must indicate compliance with FEMA Flood Plain Ordinance				
	Building Permit Application (original) ComCheck				
	Completed NYS Uniform Fire Prevention & Building Code Form 1 copy of principal structure certificate of occupancy (can be obtained for a fee from the Building Division)				
	Workman's compensation				
	Applicable Forms: C 105.2, U26.3, CE 200. ACORD FORM NOT ACCEPTED Fee (Based on cost estimate & Plumbing Fixtures, <i>If applicable</i>)				
Note:	Fees will be calculated at Front Desk at time of Submittal				
ADDITIONAL DOCUMENTATION REQUIRED AS MAY BE APPLICABLE					
	Written cost estimate on contractor's letterhead				
	Electrical Permit: If electrical work is proposed. Electrician must have an active license with Suffolk County FILED SEPARATELY				
	<u>Landmarks and Historic District Application</u> or Approval Letter: when Structure has a Pre-Existing Certificate of Occupancy or is constructed prior to 1941				
	<u>Plumbing Application</u> : If plumbing is proposed. <i>Plumber must have active license with Town of Southampton</i> Planning Board approval (approved site plan with Planning Board resolution)				
	Color Photographs of all four sides of the structure are required for Buildings with a Pre-existing Certificate or Certificate of Occupancy exists**				
Ve □	rification of Ownership or Authorization Original Signed & Notarized Agent Letter: If applicant is other than owner.				
	Copy of Deed: If property has been owned for less than a year Proof of Corporation, LLC, Trusts, Funds or Business Ownership (i.e.: Original Notarized Opinion Letter, Operating Agreement or Minutes listing members)				

Note: Documents MUST list name of member(s) that are authorizing the submittal of this application

*Confirm if subject use is "Permitted" in the applicable zoning district as indicated by a "P" in the Use Table